

8 DEC 1976

MEMORANDUM FOR: The Record

25X1A FROM : [REDACTED]  
ADMAG Recorder

SUBJECT : Minutes of ADMAG Business Meeting  
30 November 1976

1. ADMAG members present at the business meeting held 30 November 1976 in the OMS conference room were:

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[REDACTED]

Chairman MG  
Medical Services  
Personnel  
Communications  
Finance  
Data Processing

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2. [REDACTED] EO/DDA, introduced Mr. James McDonald, D/OL, who discussed agency parking with ADMAG members. [REDACTED] gave an historical account, citing agency task forces concerned with parking, and GAO, OMB and GSA policies on parking at federal buildings.

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3. Mr. McDonald reported that the Agency includes parking when it leases additional office space. For existing rentals, especially in the Rosslyn area, nothing can be done to improve the situation.

4. ADMAG members discussed topics mentioned in our memo from Mr. Blake. A discussion of the merits of Letters of Instruction (LOI's) revealed that DDA offices do not have a uniform approach to LOI's. Several members felt that LOI's, by committing tasks to statements on paper, force clarity of thoughts. A minority felt that LOI's are not valuable. [REDACTED] will draft a response which endorses the continued use of LOI's.

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5. Discussion turned to whether employees are kept informed of matters of general interest through internal communications. Agency notices seem to keep the general agency population satisfactorily informed, but feedback on ongoing projects is not always forthcoming. This discussion will continue at the next meeting on December 16, 1976.

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